

## DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

ARCHIVES NO. 05=97

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DEPARTMENT	Γ	DIVISION			ECTION ternal Auditor		PERMANENT		
REVENUE Administration			111	ternal Auditor		1 EIGHNITEIT		Х	
							NON-PERMANEN	T	x
ITEM NO.	DESCRIPTION			I	RETENTION PERIOD	SPECIAL INSTRUCTIONS			
1	Section Policies/Procedures			Perma	nent		o record shall be		
2	Annual Section Planning Documents			Perman	nent	pertains to any pending legal case, claim, action, or audit.			
3	Performance Plans & Evaluations (Copy)				until superseded, obsolete inistrative value is lost				
4	International Registration Plan (IRP)			Permai	nent				
5	Conferee Cases Settled			Permanent					
6	Scratch Ticket Destruction			Permanent					
7	Fin Rvw- Scientific Games Holding Corp.			Permar	nent				
8	Rfin Rvw - Oberthur Gaming Technologies			Perman	nent				
9	Horse Purse			Perman	nent				
10	Fin Rvw - Interlott Technologies			Perman	ent				
11	Internal Investigations			Perman	ent				
12	Business Tax Seminars			Perman	ent				
13	Employee Income Tax 1998			Perman	ent				
14	Consumables Inventory YE 6/01			Permanent					
15	Towing Operators			Permanent					
16	Employee Income Tax 1999			Permanent					
17	Fin Rvw - EPOS			Perman	ent				
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual									
State Archivist's Signature Date			Date / /	,	Records Liaison Officer's Si	gnature	]	Date	
Jerry Ketelsen			10/8/20	004	Chille Kab	A S		9-27-	04
Attorney General's Signature			Date		State Auditor's Signature			Date.	- /



## DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

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<b>DEPARTMEN</b> ' REVENUE	T DIVISION Administration	SECTION Internal Auditor	PERMANENT x		
ITEM	DESCRIPTION	D ECTE VIEW COLUMN TO A COLUMN	NON-PERMANENT x		
NO.		RETENTION PERIOD	SPECIAL INSTRUCTIONS		
18	Internal Investigation	Permanent	Note: No record shall be destroyed that pertains to any pending legal case, clair action, or audit.		
19	Grand Jnct. Lottery Office - I/c Review	Permanent			
20	Employee Income Tax 2000	Permanent			
21	Oberthur - Scratch Ticket Production	Permanent			
22	Tax Refund Process	Permanent			
23	Fin Rvw - Peter Webb	Permanent			
24	Consumables Inventory FE 6/02	Permanent			
25	Sales Tax Distribution	Permanent			
26	Auto Industry Division	Permanent			
27	Cash Receipts - Pierce Cashier	Permanent			
28	Scratch Ticket Destruction - FY02	Permanent			
29	Consumables Inventory YE 6/03	Permanent			
30	Employee Income Tax 2001	Permanent			
31	Racing Vaccinations	Permanent			
32	PA1-Horse Purse	Permanent			
33	PA1 - Towing Operators	Permanent			
34	PA1 - Business Tax Seminars	Permanent			
35	PA2 - Horse Purse	Permanent			
36	PA2 - Towing Operators	Permanent			
aluation of all of thorized to act fo	of the above records disposition schedule. Rete the factors listed in the State Records Managen or the head of this agency in matters pertaining to page 4-10 of the Records Management Policie	nent Policies and Procedures Manual. I h	ereby cortify that I am		
ate Archivist's Si	ignature Date	Records Liaison Officer's Sig	mature Date		
Jerry 9	Jetilsen 10/8/	2004 Julio (Tank	al 9-27-04		
torney Geheral's Dolm W.	Signature Date  Suthers by mnn 5/3/0	State Auditor's Signature	Date 10/29/04		
√94 (REV 1/78	3)				



## DEPARTMENT OF PERSONNEL & ADMINISTRATION STATE ARCHIVES AND PUBLIC RECORDS RECORDS DISPOSITION SCHEDULE

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DEPARTMEN			SECTION	DEDICATES	IT	
REVENUE	Administration		Internal Auditor	PERMANEN		х
	<del></del>			NON-PERM	ANENT	х
ITEM NO.	DESCRIPTION		RETENTION PERIOD	SPECIAL INSTRUCTIONS		
37	PA1-Driver Control: Reinstatement Desk			Note: No record shall be destroyed that pertains to any pending legal case, claim action, or audit.		
38	PA1 - Employee Income Tax 1998	P	ermanent	action, or audit.		
39	PA1 - Employee Income Tax 1999	P	ermanent			
40	PA1 - Employee Income Tax 2000	P	ermanent			
41	Internal Controls Review-Reinstate Desk	ment P	ermanent			
42	Vendor Audits - Bulk MV Records	P	ermanent			
43	Schedule of Legislative Mandates - Legis. Sessions 00-02	P	ermanent			
44	DOR Appointing Authorities	Pe	ermanent			
45	10yrs. PY audit Recs for DOR - Dec 2003		ermanent			
46	Cash Controls Ports of Entry	Pe	ermanent			
47	Miscellaneous Old Audit Reports	Pe	ermanent			
48	Audit Work Papers - Open	Re	etain until obsolete, superseded administrative value is lost.			
49	Audit Work Papers - Closed		etain until obsolete, superseded administrative value is lost.			
50	Internal Administrative Corresponder Paper & Electronic	ence 1	Year + Current			
51	Lottery Ticket Destruction - Games 14, 22, 32, 36	2, Pe	rmanent			
equest approva	l of the above records disposition schedule of the factors listed in the State Records M	Retention	n periods have been established by this	s agency after careful		
ithorized to act	for the head of this agency in matters perta on page 4-10 of the Records Management	ining to dis	sposal of records. I also certify that I v	vill comply with all		
Archivist's	Ketelsen 1	ate   /8/200	Records Liaison Officer's Sign	nature	Date 9-21-09	-4
torney General		ate	State Auditor's Signature	. 1	Date 15/29/04	
12dan 1	N. Swillers hu mum	5 305	Haller Jones	11.	10/29/04	Ŧ



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DEPARTMENT	DIVISION		SECTION					
REVENUE Administration		1	Internal Auditor		PERMANENT	x		
					NON-PERMANENT	Х		
ITEM NO.	DESCRIPTION		RETENTION PERIOD	SPECIAL INSTRUCTIONS				
52	Cash Receipts - EFT		ermanent	Note: No	record shall be d	estroyed that		
53	Lotto Drawing Observation		Permanent		pertains to any pending legal case, claim, action, or audit.			
54	Miscellaneous General Corres Paper & Electronic	pondence 1	Year + Current					
55	Records Management Files	Pe	ermanent					
56	Disposition Schedule		etain until obsolete, superseded administrative value is lost.					
57	Performance Audit & Consult Reports		etain until obsolete, superseded administrative value is lost.					
58	Audit Working Papers, Januar	y 2004 1	year + Current					
					•			
I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful								
evaluation of all of	f the factors listed in the State Reco	rds Management	Policies and Procedures Manual. 11	hereby certi	fy that I am			
authorized to act to conditions listed or	or the head of this agency in matter n page 4-10 of the Records Manage	s pertaining to dis ement Policies and	sposal of records. I also certify that d Procedures Manual	I will comp	ly with all			
State Archivist's Signature Date		Date	Records Liaison Officer)s Si	gnature	Di	ate		
Jerry Kittlein 10/8/			Helio mo. L	al	9	-27-04		
Attorney General's Signature Date			State Auditor's Signature			ate,		
John u	1. Suthers by man	5/3/05	Jalley Syme	insh	- 10	0/29/04		
SA-194 (REV 1/7	8)		<del></del>					